

RESUME

RONA SUSAN ABRAHAM

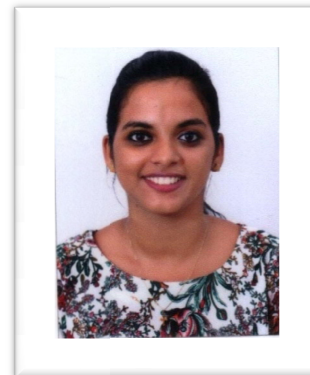
Kunnil House

Edanad P.O, Chengannur

Alappuzha, Kerala – 689123

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Career Objective:

Seeking a successful career in a growth oriented organization, which fully utilizes my zeal and commitment towards my work and gives me a competitive atmosphere to check my enthusiasm, expertise and result in my self-development.

Qualification:

- **SSLC**
ST Annes Girls High School Chengannur
(87 %, 2013)
- **Plus Two (Commerce)**
A M M Higher Secondary School
Edayarammulla
(83 %, 2015)
- **B.COM (COMPUTER APPLICATION)**
Parumala Mar Gregorious College Valanjavattom
(77.8% 2018)
- **M.COM Passed 2020**
Parumala Mar Gregorious College Valanjavattom

Experience

Worked as a **Front Office Executive (O. P. Billing)** in **Dr. K M. Cherian Institute of Medical Sciences, Kallissery** from **12th November 2021** to **01st October 2022.**

Computer qualification

- Diploma in Multilingual office Automation and Financial Accounting
 - ❖ C-DAC COURSE

Certification Course

- Certificate in **Hospital Administration Course** (4 months) under International School of Skilled Development, Kochi (Doing)

Strengths

- ❖ Work with positive attitude to contribute the healthy functioning of the organization
- ❖ Self-Confident and Great Patience.
- ❖ Analyzing every angle of a project before working on it
- ❖ Willingness to Learn

Personal Details:

Name	:	RONA SUSAN ABRAHAM
Father's Name	:	ABRAHAM VARGHESE
Date of Birth	:	09/12/1996
Gender	:	Female
Languages Known	:	Malayalam, English, Hindi
Nationality	:	Indian
Religion	:	Christian
Material Status	:	Single

Declaration:

I hereby declare that the above information is true to the best of my knowledge and is fully responsible for the credentials of the given information.

Place: EDANAD

Date:

RONA SUSAN ABRAHAM